

# Letter of Submission for Travel Agency License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Enclosed please find the necessary documentation for the application for a travel agency license. We have included all required forms and supporting materials as per the guidelines outlined in your information packet.

We are eager to comply with all regulatory requirements and are committed to providing exceptional travel services to our clients.

If you require any further information or clarification, please do not hesitate to contact me at the number or email provided above.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]